



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Drinking Water Program
**BRP WS 15 Approval of Pumping Test Report and to
Construct a Source less than 70 Gallons per Minute
Instructions and Supporting Materials**

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Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at www.mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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Permit Fact Sheet

1. What is the purpose of this approval?

This approval is for the pumping test report and the construction of a well. All the requirements of 310 CMR 22.21 and the *Guidelines and Policies for Public Water Systems* should be satisfactorily addressed (available in the State House Bookstore). This is the last approval in the Source Approval process. Approval of the pumping test report and approval to construct a source is an indication that all the requirements of the Source Approval process have been addressed satisfactorily.

2. Who must apply?

Any individual, company, municipality or district intending to develop a source of public water supply, either publicly or privately owned, serving 15 service connections or 25 individuals at least 60 days per year.

3. What other requirements should be considered when applying for this approval?

- Ownership or control of the Zone I must be satisfactorily demonstrated.
- All wetlands issues should be satisfactorily addressed.
- All previous requirements in the Source Approval Process must be met.

Note: Approvals of this type may require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Boston, MA 02202; (617-727-5830). ***MassDEP cannot begin technical review of the permit application until the MEPA process has been completed, unless otherwise agreed to in writing.*** Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office.

Note: These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

4. What is the application fee for this approval?

The application fee is \$1,585.

5. Where should this application be submitted?

Submit: a) completed **original copy** of the **MassDEP Transmittal Form for Permit Application (Do not include payment)**; b) the completed **BRP WS Application** form; and, c) one hard copy of the required supporting documentation, and (only when specifically requested) one electronic copy of the required supporting documentation in PDF format and submitted on a compact disk or other acceptable media to:

Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community> to find the mailing address for the regional office for your town. At the bottom of the address label please type: Attn: Drinking Water Program.

6. Where should I send the fee payment for this application?

Submit the applicable fee payment and a **copy** of the **MassDEP Transmittal Form for Permit Application and Payment** to:

**MassDEP
P.O. Box 4062
Boston, MA 02211**



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7. Where can I get a copy of the timelines?

The timelines are available on the MassDEP Website: <https://www.mass.gov/lists/massdep-fees-timelines>

8. What is the annual compliance fee?

There is no annual compliance assurance fee for this approval.

9. How long is this approval valid?

The approval is valid for two years.

10. How can I avoid the most common mistakes made in applying for this approval?

- a. Be sure all check list items are complete.
- b. Review the Drinking Water Regulations 310 CMR 22.21 and the MassDEP, Drinking Water Program's *Guidelines and Policies for Public Water Systems* regarding what is evaluated as part of the Final Source Report and what is evaluated when considering approval to construct a source. Both publications are available at the State House Bookstore. Communicate with MassDEP concerning the materials necessary for an approvable submission.
- c. Make sure that the BRP WS Application submittal package, including the Application Completeness Checklist, and the original copy of the MassDEP Transmittal Form is submitted to the appropriate Regional office of MassDEP. Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>
- d. Submit fee and *one* copy of the **MassDEP Transmittal Form** to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211. DO NOT submit your BRP WS Application package with your payment.

11. What are the regulations that apply to this approval and where can I get copies?

These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00.
- b. The Timely Action and Fee Provisions, 310 CMR 4.00.
- c. The Administrative Penalty Regulations, 310 CMR 5.00.

They may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State House West Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376



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Application Completeness Checklist

- The MassDEP Transmittal Form is completed: <https://www.mass.gov/service-details/transmittal-form-number-for-massdep-permit-application-payment>
- Questions have been completed on BRP WS Application form.
- A Massachusetts Registered Professional Engineer or other individual meeting the qualifications of Section 1.0 of the *Guidelines and Policies for Public Water Systems* has prepared the application, signed and stamped it.
- A letter of authorization has been completed if signature of the design engineer or other agent is being used on the application.
- The Certification Statement has been signed.

The following items must be included as part of the application package:

- Pumping Test Report including:
 - a. evaluation of data gathered during the prolonged pumping test and recovery;
 - b. final surveyed site plan with engineer's seal showing the location and elevation of the production well, with latitude and longitude coordinates and the Zone I boundary;
 - c. drawdown and recovery readings for all monitored wells, tabulated and presented legibly;
 - d. graphs showing time-drawdown, distance-drawdown, and time-recovery for all monitored wells;
 - e. copies of the water quality analysis for all samples collected during the test;
 - f. copies of the lithologic logs for each test hole;
 - g. construction plans and specifications;
 - h. Information on pumping curves of the proposed well pump and a schematic cross section of the proposed well depth, pump setting, screen setting and the low water cutoff; and,
 - i. If treatment is recommended, the unit process shall be discussed (vis., corrosion control, iron and manganese removal and/or control, volatile organic removal, etc.).
- Copies of, or reference to, all relevant correspondence has been included.
- Send the completed application form, one copy of the required supporting documentation, and the **original copy** of the MassDEP Transmittal form to:
MassDEP
_____ * Regional Office
Attn: Drinking Water Program
*Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>
- Send fee of \$1,585 in the form of check or money order made payable to *Commonwealth of Massachusetts*, along with one copy from the MassDEP Transmittal Form to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211